



VCBridge

Video Conferencing Protocol Bridge

User's Manual

Table of Contents

- I. Introduction3
 - Components of VCBridge3
 - Package Contents.....3
- II. Preparation4
 - Upgrading HVC System5
- III. Install the VCBridge Tool.....6
- IV. Apply the Skype Account6
 - Apply the Skype Account by VCBridge Tool7
 - Apply the Skype Account by Using PC9
- V. Familiar with the VCBridge Function10
- VI. Sign In/Out Skype Accounts on HVC System11
 - Sing In11
 - Sing Out11
 - Delete the Skype Account.....12
- VII. Make a Skype Video Call on HVC System12
 - From contact list12
 - Enter a Skype account to call.....13
 - Dial a phone number15
 - Make a Call from History Calls.....16
 - PC Skype user call in HVC system16
- VIII. Manage the Skype Account on VCBridge Tool.....18
 - Adding a Contact18
 - Remove a Contact.....20
 - Block a Contact21
 - Accept Request from the Contact22
 - Import Contact List23



Change Account Password.....24

IX. Screen Sharing25

X. Limited Warranty27

 Limitations of Warranty27

 Disclaimer of Warranty.....27

 Limitation of Liability28

 Federal Communications Commission Statement (Class A).....28

 Class A ITE:28

 CE Class A (EMC)28

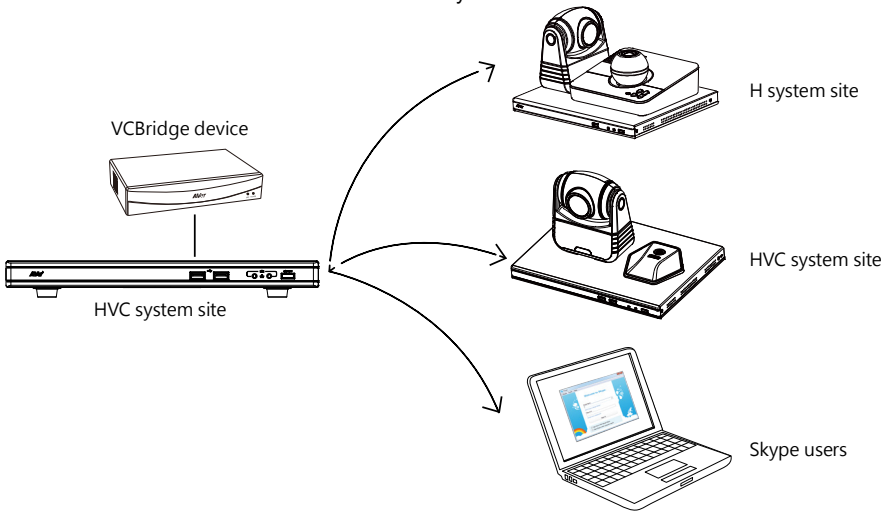
 Disclaimer28

 Trademarks29

 Copyright29

I. Introduction

Thank you for choosing AVer VCBridge. AVer VCBridge is a box device that provides a Skype video call function for AVer HVC series video conference system.

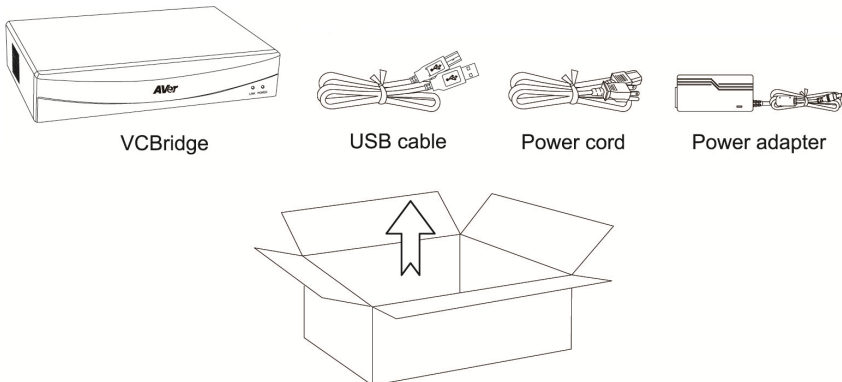


Components of VCBridge

1. **VCBridge unit:** a box device and connect with HVC system through the USB in front panel.
2. **VCBridge Tool:** An app tool for setup Skype accounts for HVC system and manage Skype contacts on HVC system. See user's manual of VCBridge for details.

Package Contents

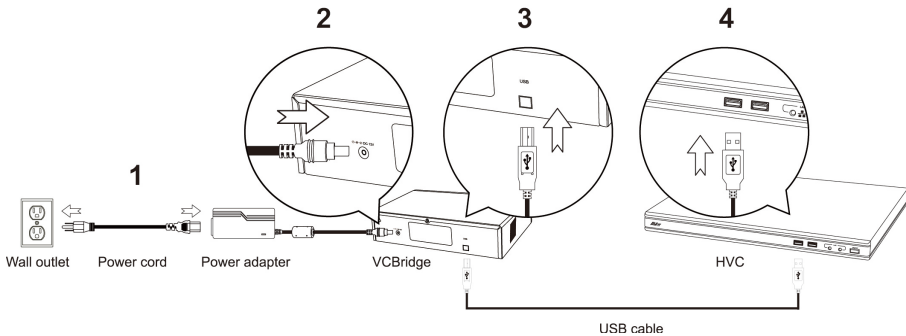
Make sure the following items are included in the package.



II. Preparation

Before using VCBridge device, please do the following things:

Step 1. Connect VCBridge device with HVC system.

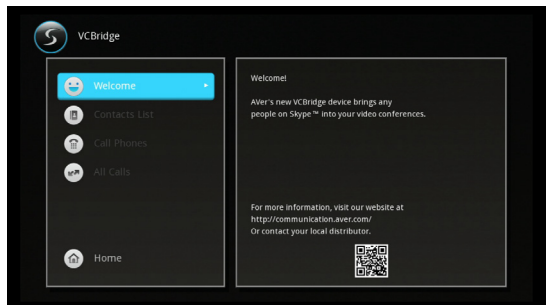


Step 2. Power on the HVC system and VCBridge device.

Step 3. Make sure HVC system has supported VCBridge device. In Home screen of HVC system, check the VCBridge icon is shown. If VCBridge icon isn't shown, please upgrade your HVC firmware (Please refer to [Upgrade HVC System](#)).



Step 4. The network connection is required for the Skype video call.

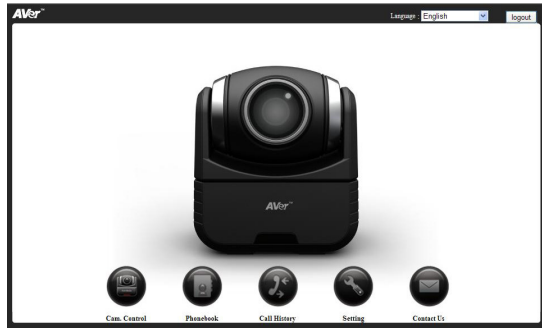


Upgrading HVC System

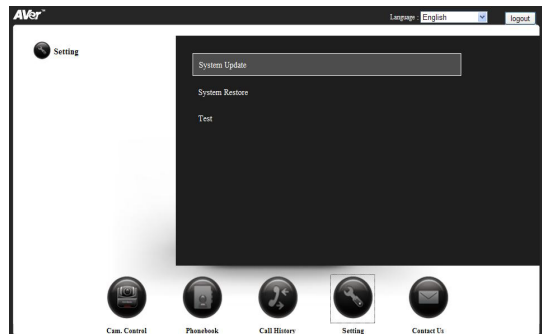
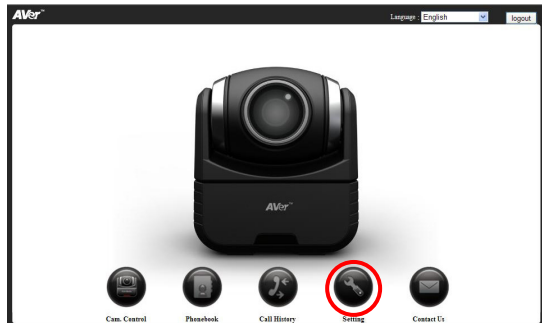
If your HVC firmware doesn't support VCBridge device, please follow the below steps to upgrade the HVC firmware.

1. Downloads the firmware from website <http://communication.aver.com/> >> **support** >> **download center** >> **HVC series** >> **firmware** and click **Search** button. Next, click the download icon to download the firmware and save on local hard disk.

2. Then, open your IE browser and enter the IP of HVC system and login to HVC WebTool.



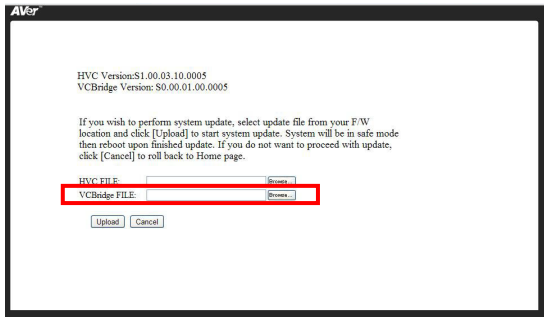
3. Select **Setting** >> **System Update**.



4. Click **Browse** button to locate the firmware that user has downloaded and saved.
5. Select **Upload** to start upgrading.



6. After upgrade completed, re-login to HVC WebTool and select **Setting >> System Update**. In System Update interface, user should see the VCBridge firmware update selection is shown. Do the VCBridge firmware upgrade if necessary.



III. Install the VCBridge Tool

The VCBridge Tool is an application tool that uses to apply and management Skype account that uses on HVC system for a Skype video conference.

Uses the VCBridge Tool to apply a Skype account for HVC system and manage Skype account. Follow the on-screen wizard to complete the installation. After completed installation, double-click the VCBridge icon on desktop to run the VCBridge Tool.

IV. Apply the Skype Account

There are two ways to apply a Skype account:

1. Using VCBridge Tool to apply the Skype account
2. Using your PC to apply the Skype account



- The network connection is necessary for apply the Skype account.
- If user wants to manage Skype account by using VCBridge tool, the Skype account must be created by using VCBridge tool.

Apply the Skype Account by VCBridge Tool

The Skype account is stand as a phone number when make a conference call to Skype user or receive a call from Skype user or other HVC system.

After applied the Skype account, user can use to login on HVC system and to make a Skype call.

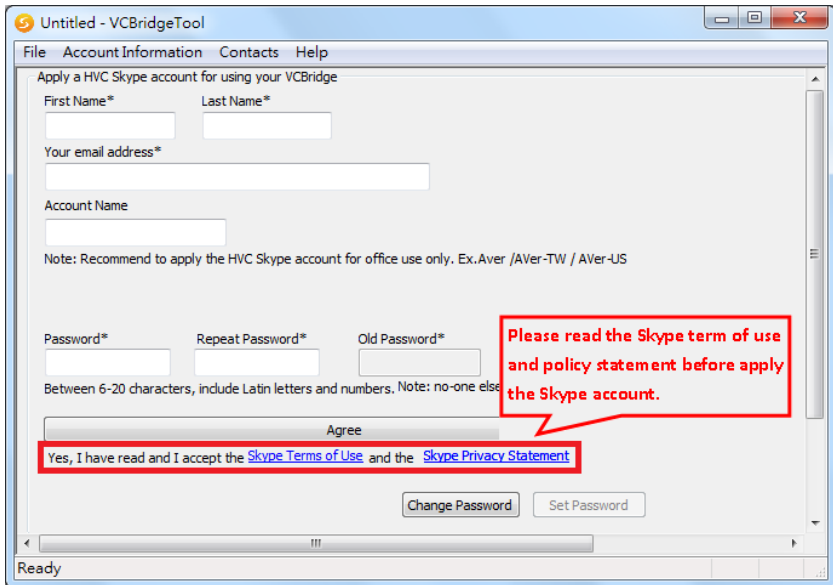
1. Run the VCBridge Tool by double-click the VCBridge icon on desktop.
2. In VCBridge Tool window, enter the necessary data in the column with an asterisk mark.
 - **First Name:** we suggest using administrator of HVC system's name to register for security and management issue.
 - **Last Name:** we suggest using administrator r of HVC system's name to register for security and management issue..
 - **Your email address:** we suggest using administrator of HVC system's mail address to register for security and management issue.
 - **Account Name:** Enter a Skype name to register and the Skype name will be the account for using on HVC system as a phone number or identity for conference call. If the name has been registered, the Skype system will list some suggestion name in **Suggested Skype Name** column. User can drag down the suggestion list to select one of Skype name. Of course, user can re-enter another Skype name by your own if the name is available.

The screenshot shows the 'Untitled - VCBridgeTool' window. The 'AccountInformation' tab is active. The form contains the following fields and elements:

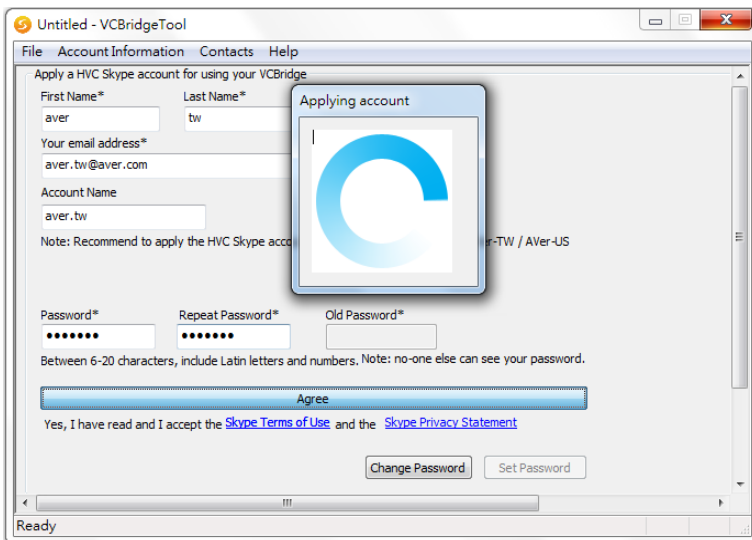
- First Name*:** Text box with 'aa' entered.
- Last Name*:** Text box with 'bb' entered.
- Your email address*:** Text box with 'asc@gmail.com' entered.
- Account Name:** Text box with a masked value.
- Note:** Recommend to apply the HVC Skype account for office use only. Ex.Aver /AVer-TW / AVer-US
- Suggested Skype name:** A dropdown menu with a red box around it, showing a masked suggestion.
- Password*:** Text box with masked characters.
- Repeat Password*:** Text box with masked characters.
- Old Password*:** Text box with masked characters.
- Instructions:** Between 6-20 characters, include Latin letters and numbers. Note: no-one else can see your password.
- Agree:** A button.
- Terms:** Yes, I have read and I accept the [Skype Terms of Use](#) and the [Skype Privacy Statement](#).
- Buttons:** Change Password, Set Password.

The status bar at the bottom indicates 'Ready'.

- **Password:** Assigns a password for the Skype account. The password is 6 to 20 characters in letters and numbers.
- **Repeat Password:** Re-enter the password again.
- **Old Password:** No need to enter in here. Only for password change use.



3. Click **Agree** button to apply the account. During applying process, a process dialog is displayed on screen.



4. After completed the apply process, a save as dialog is shown. And, save the Skype account in a *.vcb file for feature managing.
5. After saving the Skype account data, user should see the Skype account display in Account

Name column.

6. To apply other Skype name, select **File >> New** and repeat above steps.


The screenshot shows the 'VCBridgeTool' application window. The title bar reads 'aver.tw.vcb - VCBridgeTool'. The menu bar includes 'File', 'Account Information', 'Contacts', and 'Help'. The main content area is titled 'Apply a HVC Skype account for using your VCBridge'. It contains several input fields: 'First Name*' (with 'aver' entered), 'Last Name*' (with 'tw' entered), 'Your email address*' (with 'aver.tw@aver.com' entered), and 'Account Name' (with 'aver.tw' entered and highlighted by a red rectangle). Below these are 'Password*', 'Repeat Password*', and 'Old Password*' fields, each with a masked password '*****'. A note states: 'Note: Recommend to apply the HVC Skype account for office use only. Ex. AVer /AVer-TW / AVer-US'. There is an 'Agree' button, and a line of text: 'Yes, I have read and I accept the [Skype Terms of Use](#) and the [Skype Privacy Statement](#)'. At the bottom are 'Change Password' and 'Set Password' buttons. The status bar at the very bottom says 'Ready'.

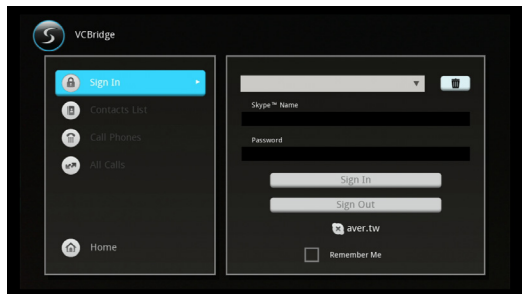
7. How to make a Skype video call; please refer to [Chapter VIII Make a Skype Video Call](#).

Apply the Skype Account by Using PC

Please go to the Skype web site and follow the on-line instruction to apply the Skype account on your PC.

V. Familiar with the VCBridge Function

1. In the Home menu of HVC system, press ► and ◀ on the remote to select the **VCBridge** icon.
2. Press  to make a selection.
3. In VCBridge screen, it provides 4 functions – Sign In, Contacts List, Call Phones and All Calls.
 - **Sign In:** Sign in/out the Skype accounts.
 - **Contacts List:** List all contacts and user can select the contact to make a video call.
 - **Call Phones:** User can directly enter phone number or Skype account to call even the Skype account is not on the contacts list.
 - **All Calls:** Lists all call history and user can make a call from call history list.

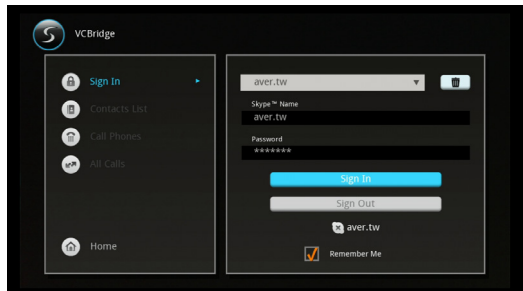
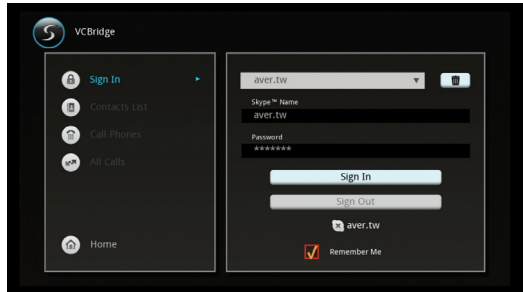


VI. Sign In/Out Skype Accounts on HVC System

Sing In

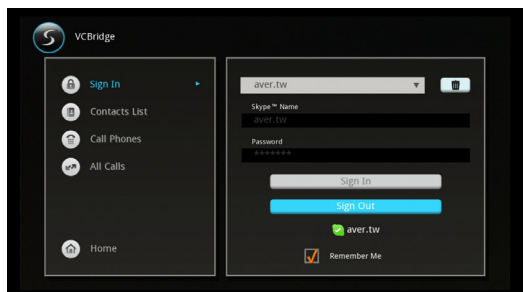
Enter the Skype account name and password to sign in on HVC system.

1. Press ► to move to **Skype™ Name** column and press ⌂ to call out on-screen keyboard. Then use ▲, ▼, ◀ and ▶ buttons to move the selection and press ⌂ to select. When is done, select ⏮ to confirm and back to Sing in screen.
2. Use the same way to enter the **Password**.
3. Mark **Remember Me** if user wants to save the Skype account on HVC system and user can select the Skype account from drop-down list for next time sign in. Use ▼ buttons to move to the **Remember Me** option and press ⌂ to select.
4. Finally, press **Sing in** button to sign in.



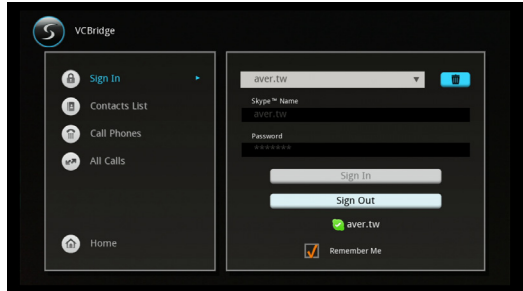
Sing Out

In Sing in screen, press ► move to **Sign Out** button and press ⌂ to confirm.



Delete the Skype Account

In Sing in screen, press ► to move saved Skype account list and select the Skype account that wants to delete, then press ► move to delete button (🗑️) and press (↩️) to confirm the deletion.



VII. Make a Skype Video Call on HVC System

There are 3 ways to make a Skype video call – from contact list, enter Skype account, and dial a phone number.



All functions are operating on HVC system, not VCBridge device.

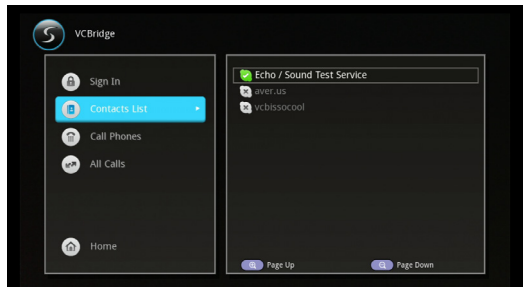
From contact list

Make a Skype video call from current contacts list.

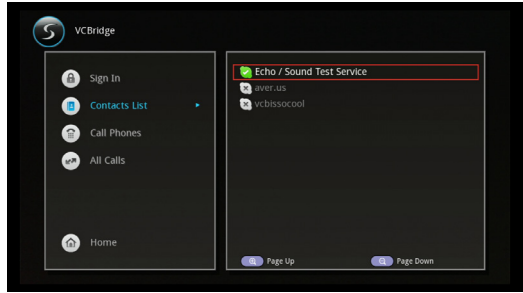
1. In the Home screen, select VCBridge icon to enter VCBridge function screen.




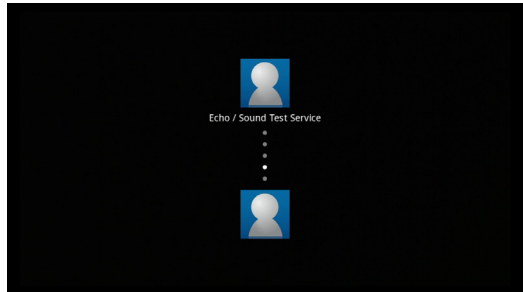
2. Then, press ▼ or ▲ to move to **Contact** and user should see all contacts are list at right side of screen.




- Press ► to move to contacts list (a red frame indicates current selection). Then, press ▼ or ▲ to move to the contact that user wants to call out. To go to next page, press **Zoom in** button on remote and press **Zoom out** button can go back to previous page.



- After selected the contact, press  on remote to make a call.



- To hang up the call, press  on remote. If there is more than one call, press ▼, ▲, ◀, ▶ to move to the call that user wants to hang up on call list screen.

Enter a Skype account to call

When contact is not in contact list, user can enter he/her Skype account directly to make a video call.

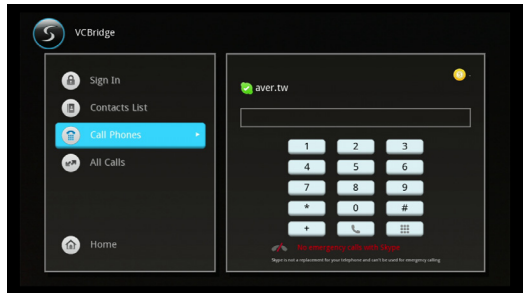


To make a phone call through Skype account on HVC system, the Skype account needs to purchase the Skype credit first.

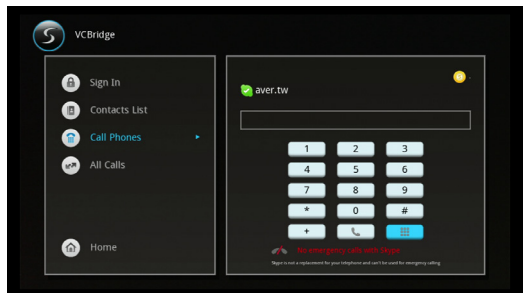
- In the Home screen, select VCBridge icon to enter VCBridge function screen.



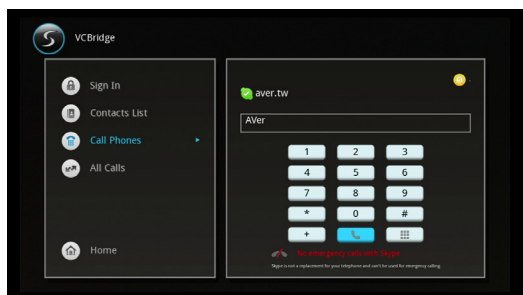
- Then, press ▼ to move to **Call Phones**.



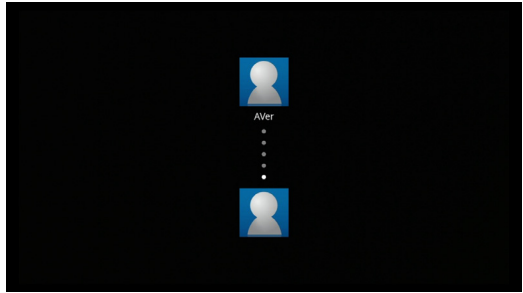
- Use ► button move to the blank column to enter the Skype account that user wants to call. Then, press ▼ and ► buttons to move to on-screen keyboard (📄) and press (⌂) to switch to on-screen keyboard. To enter Skype account, use ▲, ▼, ◀ and ► buttons to move the selection and press (⌂) to select. After entered the Skype account, press (⬅️) to confirm and back to Call Phones screen.



- Then, press (📞) button on remote controller or press (📞) on-screen numeric pad to make a call.



- When call has connected successful, the conference screen is displayed.





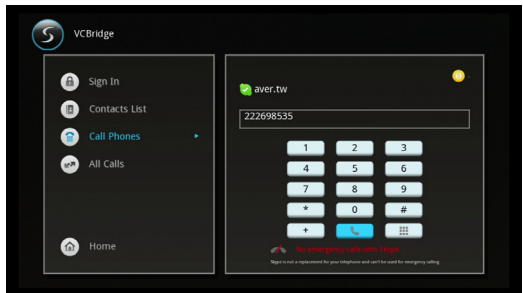
Dial a phone number

User can use Skype account to make a phone call, but the Skype account needs to buy some credits.

- In VCBridge screen, press ▼ or ▲ to move to **Call Phones** and on- screen numeric pad is displayed.

[Note]

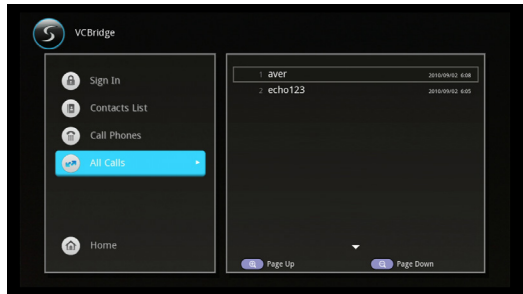
- Please make sure the Skype account has enough credit to make a call.
 - The credit amount is displayed next to Skype account.
- Use the numeric buttons on remote to enter the phone number and press  button on remote controller or press  on- screen numeric pad to make a call.



Make a Call from History Calls

User can make a call from history call list.

1. In VCBridge screen, press ▼ or ▲ to move to **All Calls** and press ⌂ to confirm.
2. Press ► button move to the call list and press ▼ and ▲ button move to the call that user wants to make.
3. Then, press ⌂ to make a call.

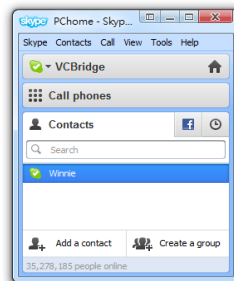


PC Skype user call in HVC system

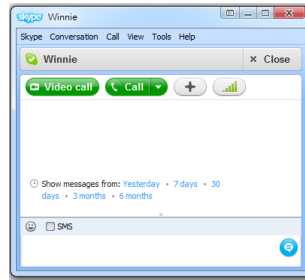
1. Login your Skype.




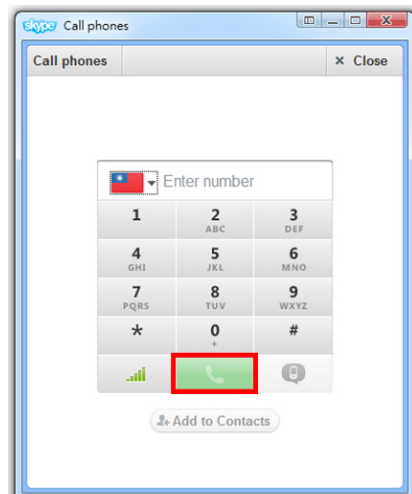
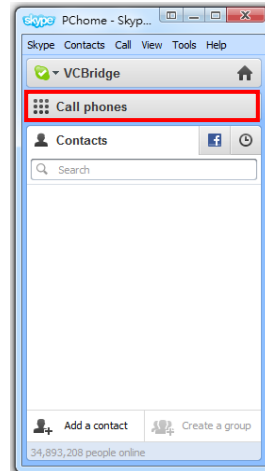
2. Double-click on HVC Skype account from your contacts list if user had added HVC Skype account.



3. Then, click **“video call”** to make a call.



4. If HVC Skype account is not in your contacts list; you still can make a call to HVC by using **“Call phones”** function.
5. In Skype main screen, click **“Call phones”** and enter HVC Skype account and click  to make a call to HVC system.



VIII. Manage the Skype Account on VCBridge Tool

The VCBridge Tool can add contacts, remove contacts, block contacts, accept the contact request, import contacts list, and change account password of the Skype account.

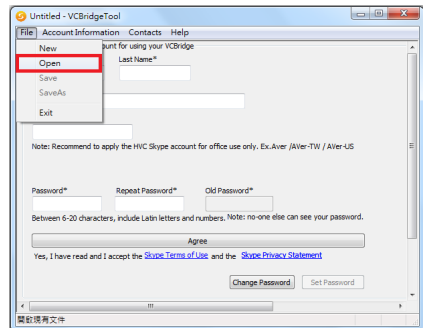


- If user wants to manage Skype account by using VCBridge tool, the Skype account must create by using VCBridge tool.
- Remember to save the Skype account file every time when Skype account data has been change.

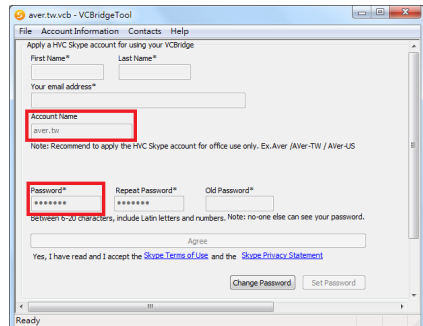
Adding a Contact

User can add the frequent use contacts into contact list.

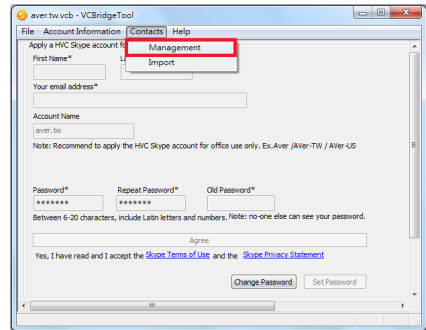
1. In VCBridge Tool window, select **Open** and locate the Skype account file (*.vcb file) to open and login the Skype account.



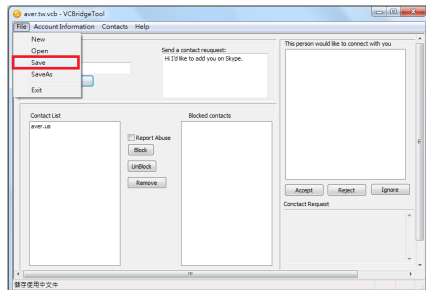
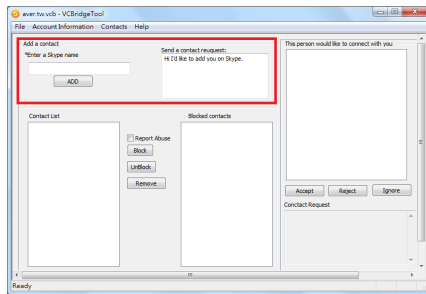
2. When Skype account is opened and login, user should see the Skype accounts' name and password in asterisk format.



3. In VCBridge Tool window, select the **Contacts** >> **Management** to switch to management interface.



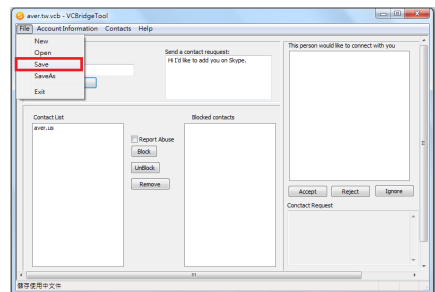
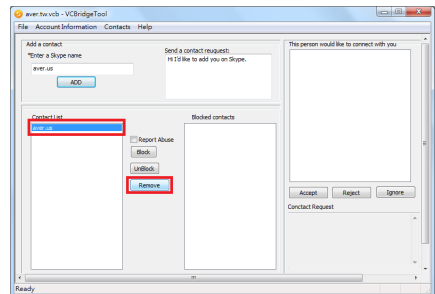
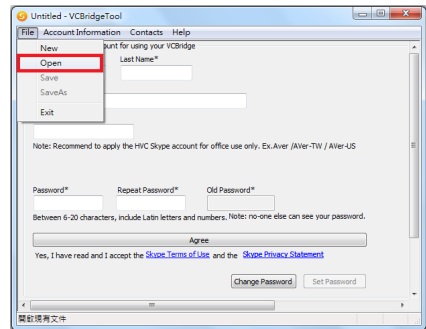
4. Enter the Skype account name in **Enter a Skype name** column and enter a short message in **Send a contact message**(the default message will be send if user doesn't enter short message) then, click **Add** button to add contact. User should see the contact in **Contact List** section. But, user still needs to wait for contactor to accept your request.
5. To add another contact, repeat the step 4.
6. Select **File** >> **Save** to save the change.



Remove a Contact

User can remove the contacts from contact list.

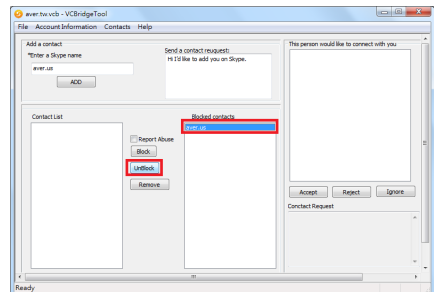
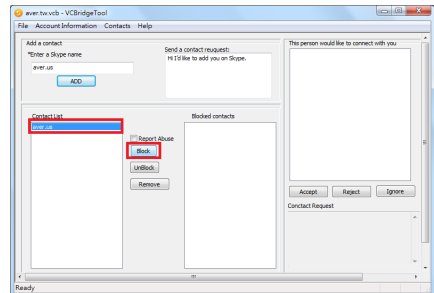
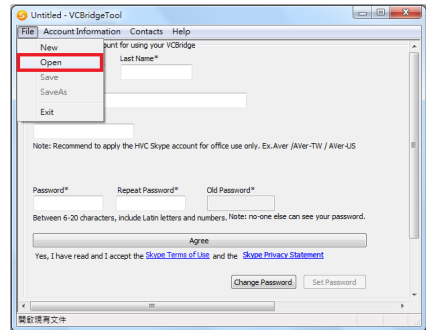
1. In VCBridge Tool window, select **Open** and locate the Skype account file (*.vcb file) to open and login the Skype account.
2. When Skype account is opened and login, user should see the Skype accounts' name and password in asterisk format.
3. In VCBridge Tool window, select the **Contacts** >> **Management** to switch to management interface.
4. Select the contact from Contact List section and click **Remove** button.
5. To remove another contact, repeat the step 4.
6. Select **File** >> **Save** to save the change.



Block a Contact

User can block the contacts from contact list.

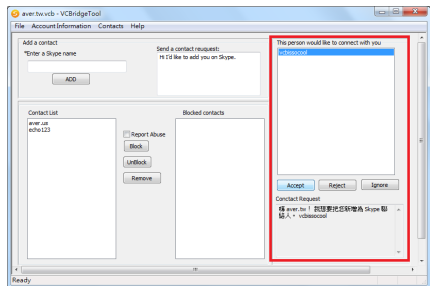
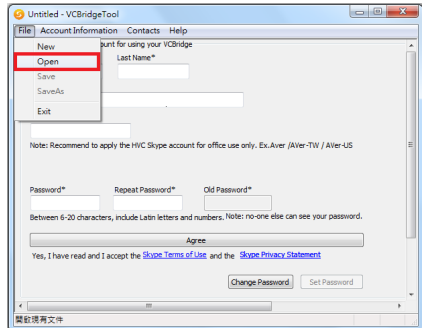
1. In VCBridge Tool window, select **Open** and locate the Skype account file (*.vcb file) to open and login the Skype account.
2. When Skype account is opened and login, user should see the Skype accounts' name and password in asterisk format.
3. In VCBridge Tool window, select the **Contacts** >> **Management** to switch to management interface.
4. Select the contact from Contact List section and click **Block** button. The selected contact is moved to **Blocked contacts** section.
5. To un-block the contact, select the contact in Blocked contact list section and click **UnBlock** button. The selected contact is back to Contact list section.
6. To block another contact, repeat the step 4.
7. Select **File** >> **Save** to save the change.



Accept Request from the Contact

Accept any contacts request. Use won't be able to accept contact's request on HVC system, all requests can be accepted in VCBridge Tool or login Skype app on PC to accept the request.

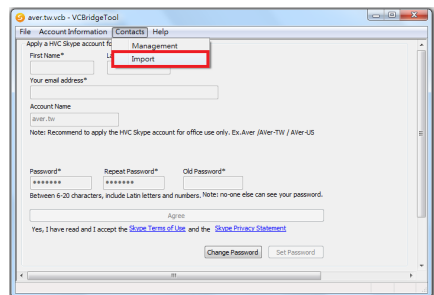
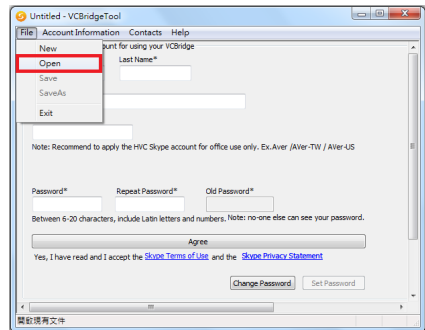
1. In VCBridge Tool window, select **Open** and locate the Skype account file (*.vcb file) to open and login the Skype account.
2. When Skype account is opened and login, user should see the Skype accounts' name and password in asterisk format.
3. In VCBridge Tool window, select the **Contacts** >> **Management** to switch to management interface.
4. Select the contact in This person would like to connect with you section and click **Accept** button to accept contact's request. The contact's message is displayed in **Contact Request** section.
5. To reject the contact's request, click **Reject** button. Or click **Ignore** button to pass the request.
6. Select **File** >> **Save** to save the change.



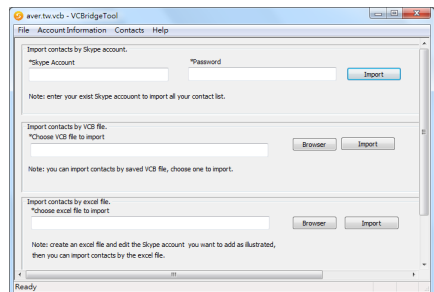
Import Contact List

User can add contact list by importing other Skype account's contact list.

1. In VCBridge Tool window, select **Open** and locate the Skype account file (*.vcb file) to open and login the Skype account.
2. When Skype account is opened and login, user should see the Skype accounts' name and password in asterisk format.
3. In VCBridge Tool window, select the **Contacts** >> **Import** to switch to management interface.



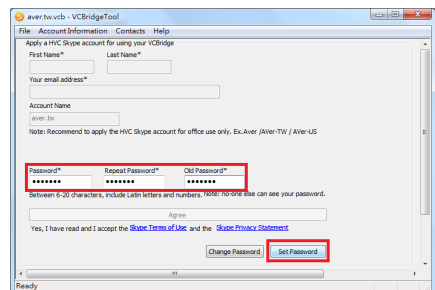
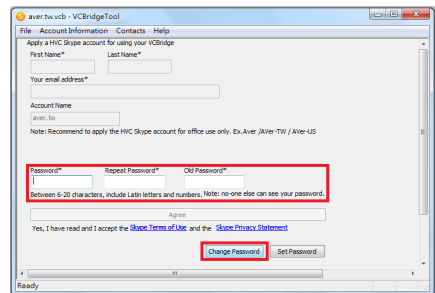
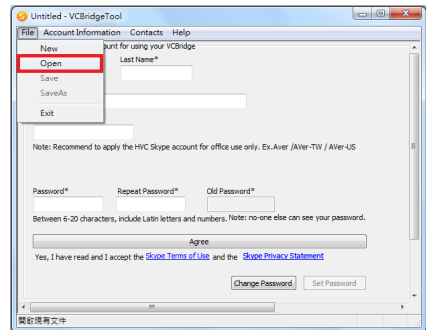
4. There are 3 ways to import the contact list – Skype account, EXCEL, and VCB.
 - **Skype account:** Import contact list by entering Skype account. Enter the **Skype Account** and **Password** and click **SkypeAccount** button. The Skype account that user has entered contacts will import.
 - **VCB file:** Import other Skype account file (*.vcb). Only Skype account file is save by VCBridge Tool is in *.vcb file format.
 - **Excel file:** User can type all contacts in an excel file and save it. Click **Browser** button and locate the excel file. Then, click **Import** button to import the contacts. The system only read one column in excel file; please type all contacts in one column
5. Select **File** >> **Save** to save the change.



Change Account Password

User can change Skype account password if necessary.

1. In VCBridge Tool window, select **Open** and locate the Skype account file (*.vcb file) to open and login the Skype account.
2. When Skype account is opened and login, user should see the Skype accounts' name and password in asterisk format.
3. In VCBridge Tool window, click **Change Password** button and the Old Password column is enabled.
4. Enter the new password in **Password** column and re-enter new password in **Repeat Password** column, then, enter the old password in **Old Password** column.
5. After entered new and old password, click **Set Password** button to change the password.
6. Select **File >> Save** to save the change.

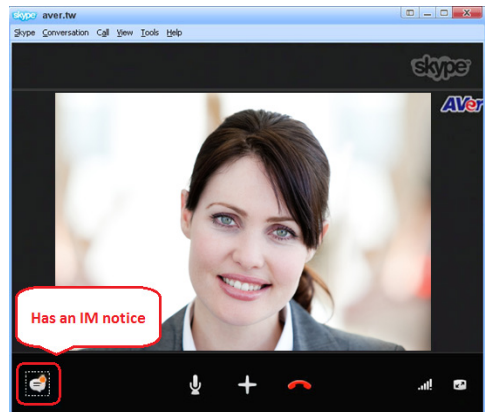
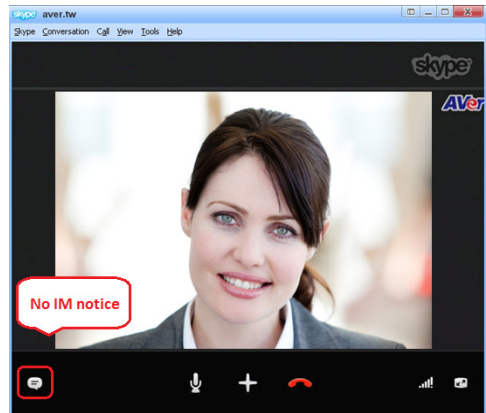


IX. Screen Sharing

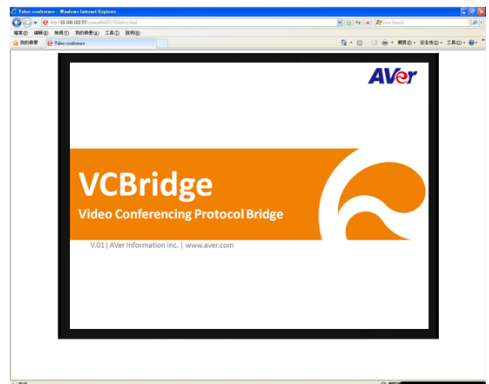
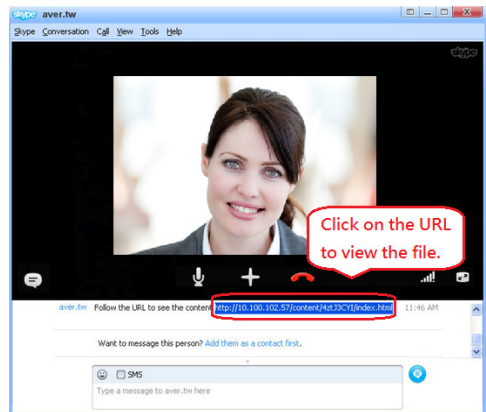
1. While conferencing, HVC system can send current screen view to Skype contact. Skype contact will see IM notice show up (orange spot sign) when receive the screen sharing.




To share screen view, HVC system and Skype contact must be the contact on each other's contact list.



- Clicks on IM notice icon and will see a URL address that user can click on the URL or copy and paste on browser to view it.



- Skype contact also can share a screen view to HVC system site. Click  on Skype call window and click **Share screens** to share.



X. Limited Warranty

For a period of time beginning on the date of purchase of the applicable product and extending as set forth in the **“Warranty Period of AVer Product Purchased”** section of the warranty card, AVer Information Inc. (“AVer”) warrants that the applicable product (“Product”) substantially conforms to AVer’s documentation for the product and that its manufacture and components are free of defects in material and workmanship under normal use. “You” as used in this agreement means you individually or the business entity on whose behalf you use or install the product, as applicable. This limited warranty extends only to You as the original purchaser. Except for the foregoing, the Product is provided “AS IS.” In no event does AVer warrant that You will be able to operate the Product without problems or interruptions, or that the Product is suitable for your purposes. Your exclusive remedy and the entire liability of AVer under this paragraph shall be, at AVer’s option, the repair or replacement of the Product with the same or a comparable product. This warranty does not apply to (a) any Product on which the serial number has been defaced, modified, or removed, or (b) cartons, cases, batteries, cabinets, tapes, or accessories used with this product. This warranty does not apply to any Product that has suffered damage, deterioration or malfunction due to (a) accident, abuse, misuse, neglect, fire, water, lightning, or other acts of nature, commercial or industrial use, unauthorized product modification or failure to follow instructions included with the Product, (b) misapplication of service by someone other than the manufacturer’s representative, (c) any shipment damages (such claims must be made with the carrier), or (d) any other causes that do not relate to a Product defect. The Warranty Period of any repaired or replaced Product shall be the longer of (a) the original Warranty Period or (b) thirty (30) days from the date of delivery of the repaired or replaced product.

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Federal Communications Commission Statement (Class A)

FC NOTE- This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by tuning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television technician for help.

Class A ITE:

Class A ITE is a category of all other ITE which satisfies the class A ITE limits but not the class B ITE limits. Such equipment should not be restricted in its sale but the following warning shall be included in the instructions for use:

Warning - This is a class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

CE Class A (EMC)

CE This product is herewith confirmed to comply with the requirements set out in the Council Directives on the Approximation of the laws of the Member States relating to Electromagnetic Compatibility Directive 2004/108/EC.

Warning - This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures to correct this interference.

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